



City of Stafford



FIRE INSPECTOR/INVESTIGATOR



Posting Date: October 3, 2018

Closing Date: October 15, 2018

Position	Fire Inspector/Investigator	Salary Range	\$48,000 - \$55,000 (DOQE) + benefits
Class Structure	Sworn Fire	Reports to	Fire Marshal
Class	Fire Inspector/Investigator	Department	Stafford Fire Marshal's Office
Level	1	Submit application to	EMPLOYMENT@STAFFORDTX.GOV
FLSA	Non-exempt		ATT: HUMAN RESOURCES

ESSENTIAL DUTIES AND RESPONSIBILITIES: The below statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

The City of Stafford is widely recognized as the largest city in Texas which does not have a property tax. To that end the City Council has emphasized the responsible use of city funds and resources. This position, critically important to the safety and wellbeing of the community, shall enforce all applicable local, state and federal laws to include enforcement actions to ensure compliance with adopted fire code and laws.

- Conduct fire and life safety inspections of commercial and public buildings both occupied and under construction
- Enforce local, state, federal safety fire codes, laws and regulations
- Deliver fire prevention education programs
- Investigate complaints related to fire codes
- Review building plans for fire code compliance
- Conduct fire and explosion investigations to determine cause and origin to include those occurring outside of regular business hours



City of Stafford

- Prepare criminal complaints relating to intentionally set fires and fire code violations
- Testify in court as required
- Prepare monthly reports related to inspections, fire code violations and others
- Perform other duties as assigned
- Subject to after hours on-call response for investigations and other reasons as deemed necessary
- Subject to 24 hour recall: The City reserves the right to require an employee in this position to work overtime including during emergency situations (defined as any natural or man-made disaster that may or may not necessitate the relocation of City personnel or citizens). In the event of an emergency and/or a required evacuation, the incumbent may be required to remain at work to provide needed services or perform essential duties for the benefit of the general public including services or duties different from those performed in the normal course and scope of the position.

SUPERVISION RECEIVED:

Will receive supervision from Sr. Inspector/Investigator and Fire Marshal

KNOWLEDGE, SKILLS & ABILITIES: To perform in this position successfully, and individual(s) must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. **At time of application and duration of employment.**

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Fire safety inspection methods and procedures;
- Investigative techniques related to fire safety;
- Evidence collection techniques related to fire safety;
- Specialized equipment relevant to area of assignment;

EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure): The preferred way to obtain the minimum knowledge, skills and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event that a candidate or incumbent exceeds requirements in one area but may be deficient in another.

- High school diploma or GED
- Current TCFP Fire Inspector – Basic
- Current TCFP Fire Investigator – Basic
- Current TCFP Structural Fire Fighter – Basic



City of Stafford

- Current TCOLE Peace Officer license – Basic
- Valid Texas driver's license
- Posses good communication skills
- Satisfactorily pass background investigation in accordance with CJIS requirements
- NIMS 100, 200, 700, 800

ADA AND OTHER REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

PHYSICAL REQUIREMENTS:

- Frequent use of hands to handle, feel or operate objects, tools or controls as well as reach with hands and arms
- Climb and balance, stoop, kneel, crawl, walk, sit, talk and hear
- Work environment is frequently outside in varying weather conditions consisting of low light, high heat, rain, dirt/dust, extreme cold and other conditions
- Work environment may cause exposure to hazardous conditions and materials with use of Self Contained Breathing Apparatus (SCBA) required

HIRING PROCESS

- Applications, with attached copies of TCFP and TCOLE certifications/licenses, driver's license and other required documentation, due by close of business **October 17, 2018**. Failure to submit copies of all required certifications/licensure will be cause for disqualification.
- Panel interview of selected candidates.

The City of Stafford is an Equal Opportunity Employer